

**CoastAlaska, Inc.
Personnel Policies**

CoastAlaska, Inc.
Narrows Broadcasting Corp
Rainbird Community Radio
Raven Radio Foundation
Unalaska Community Broadcasting
KTOO Music and Arts

June 2020

Table of Contents

| | |
|---|----|
| 1. Introduction..... | 4 |
| 2. Standards of Conduct..... | 4 |
| 2.1 Equal Employment Opportunity & Policy Against Discrimination..... | 4 |
| 2.2 Anti-Harassment and Anti-Retaliation Policy..... | 5 |
| 2.2.1 Sexual harassment..... | 5 |
| 2.2.2 Complaint procedure..... | 6 |
| 2.3 Open Door Policy..... | 6 |
| 3. General Employment Information | 6 |
| 3.1 Classes of Employees..... | 6 |
| 3.1.1 Exempt..... | 6 |
| 3.1.2 Non Exempt | 6 |
| 3.1.3 Full-Time Employees | 7 |
| 3.1.4 Part-Time Employees..... | 7 |
| 3.1.5 Seasonal, Temporary or Casual Employees | 7 |
| 3.1.6 Work Week | 7 |
| 3.2 Job Descriptions..... | 7 |
| 3.3 Recruiting and Hiring..... | 7 |
| 3.4 Initial Evaluation Period..... | 8 |
| 4. Compensation | 8 |
| 4.1 Pay Plan..... | 8 |
| 4.2 Overtime | 8 |
| 4.3 Holiday Pay..... | 8 |
| 4.4 Pay Adjustments | 9 |
| 5. Performance | 9 |
| 5.1 Promotions | 9 |
| 5.2 Transfers | 9 |
| 5.3 Demotions | 9 |
| 5.4 Termination..... | 9 |
| 5.4.1 Resignation | 9 |
| 5.4.2 Dismissal | 10 |
| 5.4.3 Reduction in Force (Layoff) | 10 |
| 5.4.4 Exit Interview | 10 |
| 5.4.5 Personnel Actions | 10 |
| 6. Employee Benefits | 10 |
| 6.1 Health and Life Insurance..... | 10 |
| 6.2 Worker's Compensation | 10 |
| 6.3 Retirement Plan..... | 11 |
| 6.4 Annual Leave | 11 |
| 6.5 Medical Leave | 12 |
| 6.6 Parental Leave..... | 12 |

| | |
|--|----|
| 6.7 Bereavement Leave | 13 |
| 6.8 Leave Without Pay | 13 |
| 6.9 Military Leave | 13 |
| 6.10 Jury Duty | 14 |
| 6.11 Time off to Vote | 14 |
| 6.12 Holidays | 14 |
| 6.13 Non-Compensation for Unused Benefits | 15 |
| 7. Employee Performance, Evaluation, Discipline, and Grievance | 15 |
| 7.1 Performance Evaluations | 15 |
| 7.2 Disciplinary Probation | 16 |
| 7.3 Disciplinary Actions and Dismissal | 16 |
| 8. Other Provisions | 17 |
| 8.1 Ownership of Program Material | 17 |
| 8.2 Employment of Relatives | 17 |
| 8.2 Conflict of Interest | 17 |
| 8.3 Soliciting/Conduct of Outside Activities | 18 |
| 8.4 Personnel Records | 18 |
| 8.5 Drug-Free Workplace | 18 |
| 8.6 Technology Hardware, Software and Internet Usage | 18 |
| 8.6.1 Relation to Other Policies | 19 |
| 8.6.2 Electronic Media Guidelines | 19 |

1. Introduction

These personnel policies, adopted by the Board of Directors (Board) of CoastAlaska Inc., (CoastAlaska) establish the policies and procedures under which all employees work at CoastAlaska. These policies and procedures guide CoastAlaska management in all areas of employment practices and employee compensation and benefits.

These personnel policies are broad in nature and are to provide staff with working conditions conducive to individual satisfaction while concurrently enabling CoastAlaska to achieve its goals and objectives. In assigning to management the responsibility for administering CoastAlaska's personnel policies, it is the Board's expectation that management will follow both the letter and the spirit of these policies. Management may at any time, with or without notice, establish or modify administrative procedures relating to personnel, but at all times these procedures should be consistent with the provisions of the Board's personnel policies.

However, nothing within these policies shall create or constitute a contract or promise of employment with any employee or create a guarantee of any employment term or condition. All employment relationships with any station or the regional office remain "at-will" meaning the relationship may be altered or terminated at any time with or without notice and with or without reason by Management.

The operation of CoastAlaska stations is subject to the provisions of the CoastAlaska Compact; if there is any conflict between Compact provisions and the personnel policy, then the provisions of the Compact prevail. A copy of the Compact may be requested from a station manager or the executive director of CoastAlaska.

Many areas of personnel administration are subject to federal, state and local laws, rules and regulations, if there is any conflict between these provisions of law and CoastAlaska personnel policies, the provisions of state and/or federal law will prevail.

Unforeseen circumstances or changing conditions may occur which would necessitate modifications to these policies. Accordingly, the Board reserves the right to vacate, change or add to these policies without specific advance notice as it deems appropriate in its sole discretion. Changes to the policy will be shared with employees.

2. Standards of Conduct

2.1 Equal Employment Opportunity & Policy Against Discrimination

It is the policy of CoastAlaska not to unlawfully discriminate against a person in any aspect of employment, including, but not limited to, hiring, compensation, benefits, training opportunities, promotions, other employment conditions and decisions to terminate, because of the person's race, color, religion, national origin, ethnicity, physical or mental disability, genetic information, age, veteran or military status, sex, sexual orientation, gender identity, gender expression, marital status, changes in marital status, pregnancy, parenthood, or any other status protected under applicable law.

Complaint Procedure: Employees who encounter or learn of conduct violating CoastAlaska's Equal Employment Opportunity policy should immediately bring such conduct to the attention of the general manager of their station or the executive director of CoastAlaska or to the person designated as Equal Opportunity Employment Officer. The EEO officer is authorized to bring the matter to the attention of any officer of the station board or CoastAlaska Board so that board may investigate the complaint. If the investigation determines that the Equal Employment Opportunity policy has been violated, the station or CoastAlaska will take appropriate remedial and disciplinary action, including, if warranted, termination.

2.2 Anti-Harassment and Anti-Retaliation Policy

It is CoastAlaska's policy to provide employees with a working atmosphere that is free from unlawful harassment and retaliation. Any conduct that interferes with another employee's performance or creates a hostile, intimidating, or offensive work environment on the basis of the person's race, color, religion, national origin, ethnicity, physical or mental disability, genetic information, age, veteran or military status, sex, sexual orientation, gender identity, gender expression, marital status, changes in marital status, pregnancy, parenthood, or any other status protected under applicable law will not be tolerated. Harassment includes the making or sharing (forwarding via electronic or non-electronic means) of derogatory, offensive or demeaning remarks, "jokes," comments, slurs, innuendoes, cartoons, pranks, or engaging in visual or physical harassment.

Any form of harassment is considered serious conduct. All employees of CoastAlaska have a responsibility to maintain a workplace that is free from harassment and must report such misconduct when it occurs.

Retaliation towards an employee, who has made a complaint of discrimination or harassment or violation of the organization's Equal Employment Opportunity policy or participates into an investigation of a complaint, is unlawful and will not be tolerated.

2.2.1 Sexual harassment.

Sexual harassment is strictly prohibited. No CoastAlaska employee, of any gender, should be subjected to unwelcome sexual advances, either physical or verbal, while working for CoastAlaska by anyone irrespective of their gender or sexual orientation.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct if:

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment;
- submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to, the following conduct: repeated unwelcome flirtations and advances; unwelcome propositions or requests for sexual favors; the display or sharing of

sexually explicit photographs, drawings, objects, or literature; sexually explicit verbal abuse; touching that is unwanted; sexually suggestive explicit stories or jokes; sexually suggestive or explicit gestures; uninvited or offensive dirty jokes; uninvited inquiries of a sexual nature; degrading or offensive comments about another person or that person's physical appearance; and any other offensive, sexually explicit verbal or physical behavior or other communication (such as via email, text message, social media or other electronic messaging).

2.2.2 Complaint procedure.

Any employee who feels harassed, witnesses harassment, or believes he or she has experienced retaliatory conduct for complaining about harassment or participating in an investigation should immediately report it to the attention of the station manager or the executive director of CoastAlaska, or to the person designated as the Equal Opportunity Employment Officer. The EEO officer is authorized to bring the matter to the attention of any officer of the station board or CoastAlaska board so that board may investigate the complaint. If the board investigation determines there is a basis for concluding that sexual harassment and/or retaliation has occurred CoastAlaska will take appropriate remedial and disciplinary action, including, but not limited to, termination.

2.3 Open Door Policy

CoastAlaska strives to provide a harmonious working environment for its employees. The best way to solve a variety of problems that arise in the workplace – other than complaints of discrimination, harassment, and/or retaliation – is by enabling employees to informally discuss and resolve problems with their immediate supervisor or with the station manager or executive director. Procedures for making complaints of discrimination, harassment, and/or retaliation are set forth under the preceding sections.

3. General Employment Information

3.1 Classes of Employees

3.1.1 Exempt

Exempt employees are exempt from the overtime pay provisions of the Fair Labor Standards Act, as amended, and the Alaska Wage and Hour Act. As a general guideline, a person's primary duties must be executive, administrative, creative, or professional in nature (as those terms are defined by applicable law) and/or otherwise meet the criteria set out under applicable federal and/or state law, including any salary threshold requirements in order for CoastAlaska to classify an employee as exempt

3.1.2 Non Exempt

An employee who is eligible for overtime pay under the provisions of the Fair Labor Standards Act, as amended, and/or the Alaska Wage and Hour Act.

3.1.3 Full-Time Employees

An employee who is regularly scheduled to work 40 hours per week or more (exclusive of overtime) is considered to be a full-time employee.

3.1.4 Part-Time Employees

An employee who is regularly scheduled to work less than 40 hours per week on an on-going basis is considered to be a part-time employee.

3.1.5 Seasonal, Temporary or Casual Employees

A seasonal, temporary or casual employee meets one or more of the following criteria:

- a) Works either full-time or part-time for a specified length of time or for a specific short-term project, usually less than one year;
- b) Works on a casual, on-call basis with no set schedule and no guaranteed number of hours per week; or
- c) Usually works less than 20 hours per week.

A seasonal, temporary or casual employee is not eligible for annual or medical leave, health insurance, holiday pay or retirement benefits unless they meet the plan requirements of working 1,000 hours or more during the fiscal year. Employees in this class may be eligible for overtime pay as provided by the Fair Labor Standards Act and/or the Alaska Wage and Hour Act.

3.1.6 Work Week

The CoastAlaska workweek follows the calendar week and begins on Sunday at 12 a.m. and ends on Saturday at 11:59 p.m.

3.2 Job Descriptions

CoastAlaska will maintain a job description for every position in their respective organizations. The job description will list essential functions and qualifications for the position. Each employee will receive a copy of the job description for their position. The stations and CoastAlaska reserve the right to revise job descriptions and/or re-assign employees as they deem appropriate to address the needs of the organization.

3.3 Recruiting and Hiring

CoastAlaska will endeavor to fill positions with the most qualified candidates available. At the discretion of management and consistent with the Federal Communications Commission's EEO requirements, position openings may be advertised locally, regionally and/or nationally. CoastAlaska is an Equal Employment Opportunity employer.

3.4 Initial Evaluation Period

New employees and employees who are promoted or transferred are considered to be in an initial evaluation period for the first ninety (90) days of their employment. These employees will receive a performance review at the end of their first 90 days of employment and if the review indicates satisfactory job performance, this initial evaluation period will end. However, if the review indicates unsatisfactory job performance, the supervisor at their discretion may dismiss the employee or extend the initial evaluation period for up to an additional ninety (90) days. If the initial evaluation period is extended, the supervisor and the employee will discuss the job performance problems and set goals for improvement. At the end of the extended initial evaluation period a second performance review will be conducted. If the second review indicates unsatisfactory job performance, the employee will be dismissed.

Notwithstanding anything contained herein to the contrary, CoastAlaska is an **at-will employer** and employees may be dismissed at any time during their initial evaluation period or during their extended initial evaluation period, without any right of internal appeal through the grievance process

4. Compensation

4.1 Pay Plan

In order to assure that all employees receive fair, equitable and appropriate compensation for their positions, as well as fair, equitable and appropriate consideration for salary increases, CoastAlaska uses an established pay plan which is approved annually by the Board of Directors. Each position will be assigned to a range on the pay plan. Each range will have a minimum and maximum rate of pay and fixed steps of pay between the minimum and maximum. Employees may advance through the range based on merit increases given as a result of the performance review process. The entire pay plan will be reviewed annually as part of the budget process, when consideration will be given to cost of living adjustments.

4.2 Overtime

Within reason, a non-exempt employee is expected to work overtime upon request. Overtime work must be approved in advance by the appropriate supervisor. If a non-exempt employee works in excess of 8 hours in a day (in Alaska) or 40 hours in a work week (as the work week is defined by CoastAlaska), the non-exempt employee will receive overtime pay for the overtime at the rate of one and one-half times the regular rate of pay.

4.3 Holiday Pay

Nonexempt employees, including seasonal, temporary and casual employees, required to work on a CoastAlaska recognized holiday will receive compensation at two times their normal rate of pay. If it is unclear whether an employee is "required to work any particular holiday, the employee must obtain written confirmation from their supervisor in order to qualify for this premium rate of pay.

4.4 Pay Adjustments

CoastAlaska may, from time to time, adjust the overall pay plan to reflect changes in the cost of living. Such adjustments will affect all employees, and are normally considered as part of the budgeting process prior to the start of the new fiscal year. Cost-of-living adjustments are subject to budgetary limitations. Cost-of-living adjustments, merit increases and all other changes in pay whether temporary or permanent must be confirmed in writing via a Personnel Action Form submitted to the business office before taking effect. No verbal promise of the same by any member of management is binding.

5. Performance

5.1 Promotions

A promotion is the advancement of an employee to a position opening at a higher level with a higher salary. A promotion between a member station and CoastAlaska regional is considered the same as a promotion within a member station or within CoastAlaska with no loss of benefits to the employee. CoastAlaska encourages the promotion of current employees whenever possible; management is expected to develop and encourage employees and notify them of opportunities for advancement.

5.2 Transfers

CoastAlaska, a member station, or an employee may request that an employee be transferred to a position in another department. Transfers between CoastAlaska regional and member stations or between member stations are considered the same with no loss of benefits or accrued leave to the employee.

5.3 Demotions

A station or CoastAlaska may demote an employee to a position in a lower salary range if the employee requests the change, if organizational needs are such that the employee's higher salary range position must be eliminated, or if CoastAlaska determines in its sole discretion that the employee is unable to adequately perform the duties of the higher range position. Actions leading to demotion will be fully documented, in writing, and placed in the employee's personnel file. Before any demotion takes effect, the action will be discussed with the employee and approved by the station manager or executive director of CoastAlaska.

5.4 Termination

5.4.1 Resignation

An employee who intends to resign is expected to give written notice to the appropriate supervisor at least 14 days before the intended last day of work. An employee who does not give 14 days' notice will forfeit their right to cash out accrued annual leave.

5.4.2 Dismissal

An employee may be dismissed for unsatisfactory job performance or for any of the reasons for disciplinary action and dismissal listed in Section 7.3. If an employee is dismissed for unsatisfactory job performance based upon the performance evaluation process the employee will be given a 14 day written notice of the dismissal action or, alternatively, be paid wages for those hours/days the employee would normally work during the 14 day notice period if the station or CoastAlaska deems it is in its best interests to terminate employment immediately. If, however, dismissal is due to any of the causes for dismissal listed in Section 7.4, no advance notice or pay is required.

5.4.3 Reduction in Force (Layoff)

Should budgetary requirements change to the extent that a reduction in staff size is required, CoastAlaska will attempt to transfer affected employees to other positions within the organization.

5.4.4 Exit Interview

Any time an employee leaves the employ of CoastAlaska, their supervisor will attempt to interview the employee with the intent of reviewing the conditions surrounding their employment. This interview is intended to give departing employees a chance to make constructive suggestions about ways to improve and to allow management to keep a record of reasons why employees leave CoastAlaska.

5.4.5 Personnel Actions

All personnel actions will be documented in writing, with an explanation for the actions, and placed in the employee's personnel file.

6. Employee Benefits

6.1 Health and Life Insurance

CoastAlaska Employees working 32 hours per week or more may elect to receive personal and dependent health and life insurance coverage under the group plan made available to CoastAlaska employees.

6.2 Worker's Compensation

All CoastAlaska employees are covered by a Worker's Compensation policy; employees injured on the job must immediately report the incident to their supervisor. Employees may be eligible to receive worker's compensation payments as well as benefits to cover medical expenses resulting from the injury. Reporting an incident should include using the CoastAlaska incident report form available from the CoastAlaska business office. (Our incident form is the standard State of Alaska form: Employee Report of Occupational Injury or Illness to Employer)

6.3 Retirement Plan

Full-time and part-time employees are eligible to participate in a retirement plan for employees of CoastAlaska. Written details of the retirement plan is provided at the time of hire.

6.4 Annual Leave

Full Time employees accrue annual leave based upon years of service from initial date of hire as follows:

| Years of Service | Hours Earned Each Pay Period |
|-------------------------|-------------------------------------|
| 0-2 | 5.00 |
| 2-5 | 7.00 |
| 5-10 | 8.00 |
| 10-15 | 10.00 |

Part-time employees accrue annual leave on a prorated basis. Seasonal, temporary or casual employees, as defined in Section 3.1.5, do not accrue annual leave.

Annual leave is not accrued while absent without approval or if an employee is on leave without pay.

Annual leave is not computed on overtime hours. Holidays during annual leave periods are not counted as annual leave taken.

Employees must take at least five consecutive days of annual leave per fiscal year (July 1- June 30).

Employees may not accrue more than 240 hours (30 working days) of annual leave.

CoastAlaska promotes taking time off because it is important in maintaining positive employee productivity, engagement, working relationships, and overall job satisfaction. 240 hours of annual leave may be carried forward from one calendar year to the next. There is no cash out in lieu of use for any amount of time in excess of the 240 hour limit.

Annual leave must be used in increments of one hour or more.

Annual leave may not be taken during disciplinary probation. Authorization to take annual leave must be requested, in writing, in advance and approved by the employee's supervisor. Upon termination, an employee may be paid at the regular hourly rate for any unused annual leave up to the maximum of 240 hours subject to the provisions of Section 5.4.1 and 5.4.2.

Employees are eligible to be paid for earned annual leave should their employment with CoastAlaska terminate during the initial evaluation period or during the extended initial evaluation period.

6.5 Medical Leave

Due to the size of our organization, CoastAlaska is not subject to the provisions of the Family Medical Leave Act. If that changes, CoastAlaska will comply with its obligations under that law. Until then, the following terms and conditions will apply to employee requests for medical leave.

Full Time employees accrue medical leave at the rate of 4 hours per pay period, to a maximum of 720 hours. Part Time employees accrue medical leave on a prorated basis. Temporary or casual employees do not accrue medical leave. Employees absent without approval or on leave without pay do not accrue medical leave. Medical leave may be taken during the initial evaluation period or the extended initial evaluation period.

CoastAlaska may request written verification from the health care provider that leave is necessary for an absence of 3 days or more and the employee seeks to apply medical leave.

Employees must notify their supervisors and request medical leave as soon as possible when missing their usual work starting time. Medical leave may be granted for any of the following reasons:

- a) personal illness or injury
- b) visits to medical professionals
- c) illness or injury to a member of the employee's immediate family
- d) pregnancy-related medical conditions and childbirth or child arrival

Immediate family includes parent, sibling, spouse, domestic partner, child, grandparent or grandchild or other persons the employee reasonably has caregiving responsibilities for and/or has obtained pre-approval in writing from the station manager or executive director as someone who falls within this policy.

If medical leave is depleted, the employee may then request annual leave for the remaining period of absence; if annual leave is depleted, the employee may then request unpaid leave, such leave will be granted based upon station needs at the time in question.

Unused accrued medical leave benefits are not paid upon termination of employment.

Medical Leave may be donated to another employee who has exhausted all medical leave due to a catastrophic illness, injury or the birth or arrival of a child. Donated medical leave may be accrued to a maximum medical leave of 720 hours including the employee's existing medical leave accrual at the onset of catastrophic illness, injury or the birth or arrival of a child. Requests to donate medical leave may be anonymous, must be made in writing, and must be approved by the manager of a station or the executive director of CoastAlaska.

6.6 Parental Leave

Parent leave will be granted for up to 12 weeks following childbirth or adoption, two weeks of which will be paid. Extended medical leave will be granted during pregnancy if deemed medically necessary by a physician. Additional unpaid leave may be provided when medically necessary on a case by case basis. (Such as in the event of a disability.) If an employee does not have sufficient medical leave, annual or

unpaid leave will be approved for the remaining time off. Benefits will continue to the extent allowed under law and benefits policies. This policy applies to an employee regardless of gender. Employee may remain eligible for benefits during parent leave.

6.7 Bereavement Leave

A station manager or the executive director of CoastAlaska may grant paid bereavement leave of up to five consecutive days upon the death of a member of the employee's immediate family. Immediate family includes parent, sibling, spouse, domestic partner, child, grandparent or grandchild or other persons at the discretion of a station manager or the executive director of CoastAlaska.

6.8 Leave Without Pay

The manager of a station or the executive director of CoastAlaska may grant a leave of absence without pay. Benefits may continue during unpaid leave, with the exception of contributions to the retirement plan, which are based on actual earnings. Leave without pay must be requested, in advance and in writing, and approved by the employee's supervisor.

6.9 Military Leave

CoastAlaska complies with all the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and will grant military leave to all eligible full-time and part-time employees in accordance with that act. As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documentation. Benefit coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For military leaves lasting longer than 31 days, employees may be eligible to continue health benefits under COBRA and will be required to pay the total cost of their health benefits if they wish to continue benefits.

Upon return from military leave, employees will be reinstated with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously unless CoastAlaska circumstances have so changed as to make it impossible or unreasonable to do so or the reinstatement would impose an undue hardship on the CoastAlaska. Employees must return to employment within ninety (90) days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

If employees are reservists in any branch of the Armed Forces or member of the National Guard, they will be granted unpaid time off for military training. However, employees may elect to have their reserve duty period be considered as annual leave to the extent they have annual leave available.

An employee who is not qualified to perform the duties of their former position due to permanent disability sustained during active service but who is qualified to perform another position with CoastAlaska will be restored to the vacant position that most closely approximates the pay and benefits of the employee's previous position and that the employee is qualified for and capable of performing. An employee who fails

to request reemployment within 30 days of receiving notice from a treating physician that the employee has reached maximum recovery and is released to return to full-time work will lose their right to reemployment.

Annual leave benefits do not continue to accrue during a military leave of absence. An employee returning from military leave is entitled to any unused, accrued annual leave benefits the employee had at the time the military leave began minus any annual leave benefits the employee chose to use during the leave. Upon reinstatement, the employee will begin to accrue annual leave benefits at the rate they would have attained if no military leave had been taken.

6.10 Jury Duty

An employee called to serve as a juror or subpoenaed as a witness will be entitled to court or jury duty leave with pay. Employees must notify their supervisor of the need for time off for jury or witness duty upon receipt of a subpoena, notice or summons from the court. Upon completion of the duty, the employee may be required to submit a statement of attendance from the court to their supervisor.

6.11 Time off to Vote

CoastAlaska encourages all employees to fulfill their civic responsibilities and to vote in official public and tribal elections. Generally, working hours are such that an employee will have ample time to cast a vote before or after work. If an employee does not have sufficient time to vote they should arrange with their supervisor for time off to go to the polling place.

6.12 Holidays

CoastAlaska recognizes 10 holidays for all full- and part-time employees:

| | |
|------------------------------------|--------------------------------|
| <i>New Year's Day</i> | <i>Labor Day</i> |
| <i>Martin Luther King, Jr. Day</i> | <i>Indigenous People's Day</i> |
| <i>Elizabeth Peratrovich Day</i> | <i>Veterans Day</i> |
| <i>Memorial Day</i> | <i>Thanksgiving Day</i> |
| <i>Independence Day</i> | <i>Christmas Day</i> |

At the start of each calendar year, CoastAlaska will issue a list of the dates upon which each holiday will be observed.

In addition, eligible employees may annually select three “floating” holidays of their choice, with the approval of the employee's supervisor. New employee annual floating leave is granted as follows:

- 3 floating holidays for new hires between Jan 1 - Mar 31
- 2 for new hires between Apr 1 - Jun 30
- 1 for new hires between Jul 1 - Sep 30
- 0 for new hires hired Oct 1 – Dec 31

Floating holidays are to be used in full day increments. Unused floating holidays do not accrue as annual leave and may not be added to the employee's annual leave balance. At the end of the calendar year unused floating holidays are not carried forward. Each calendar year floating holidays are available beginning on January 2 of the new year.

A CoastAlaska designated holiday which falls on Saturday will be observed on Friday; a holiday which falls on Sunday will be observed on Monday.

Holidays do not accrue as annual leave and may not be added to the employee's annual leave balance. Nonexempt employees scheduled to work holidays will receive holiday pay.

6.13 Non-Compensation for Unused Benefits.

An employee who declines to receive or to use a benefit for which they are eligible in the Personnel Policies shall not be entitled to any other compensation, consideration, remuneration, or alternative benefit in lieu thereof.

7. Employee Performance, Evaluation, Discipline, and Grievance

7.1 Performance Evaluations

CoastAlaska requires annual written performance evaluations to strengthen communication and clarity of the employee's role in the organization's mission. These are the goals for performance evaluations:

- a) Better communication between employee and their supervisor.
- b) Clarity about job performance.
- c) An opportunity to share kudos and critiques.
- d) A time to set plans for productivity and creativity.

Employees are usually evaluated at the end of their initial evaluation period and, if applicable, after an extended initial evaluation period. After that time, evaluation reports are to be completed on an annual basis. Evaluations usually include a self-evaluation and a document prepared and signed by the supervisor, shared with the employee for signature, and signed by one other manager and submitted to the CoastAlaska personnel files.

7.2 Disciplinary Probation

An employee who has satisfactorily completed the initial evaluation period or the extended initial evaluation period can be placed on probation if the employee's performance, attitude, attendance or conduct is not deemed acceptable by the supervisor. An employee shall be given a written notice from their supervisor stating that the employee is being placed on formal disciplinary probation and such notice shall also indicate the reasons for the action, the length of time for the probation period, and the expected improvements. At the end of the probationary period, the supervisor will conduct a special performance evaluation. If the results are unsatisfactory, the probation period may be extended, not to exceed a total of six months total probation, or the employee may be demoted or dismissed.

Employees on disciplinary probation may not take annual leave or unpaid leave.

7.3 Disciplinary Actions and Dismissal

Certain violations of law, CoastAlaska policies, or professional work standards may be cause for immediate disciplinary action against any employee. A supervisor may take action in the form of an oral or written reprimand, placing the employee on disciplinary probation (see Section 7.2), or immediate dismissal for the following causes:

- a) Violation of FCC rules and regulations
- b) Theft, abuse or deliberate destruction of the property of station or CoastAlaska or other third-party (if said property is at a station or CoastAlaska controlled premises or event)
- c) Violation of CoastAlaska's Drug Free Workplace Policy, including, but not limited to, possessing, distributing, selling, using, or being under the influence of alcohol, illegal drugs or other controlled substance (including, but not limited to, recreational marijuana or synthetic drugs even if legal under local law) or a narcotic drug not prescribed to the employee on CoastAlaska premises, at CoastAlaska events or while working or representing CoastAlaska. The only exception to this prohibition is that an employee may possess, use or be under the influence of alcohol at a CoastAlaska sponsored function where alcohol is being served so long as the use is still legal (person is of drinking age and prohibited from consuming alcohol), reasonable levels are consumed and good judgment is exercised by the employee.
- d) Falsifying station records
- e) Revealing confidential information
- f) Fighting or assaulting another person on CoastAlaska premises
- g) Conviction of a felony crime, or commission of any crime on CoastAlaska premises
- h) Possession of weapons or explosive materials on CoastAlaska premises
- i) Abusive or discourteous conduct toward members of the public or employees of CoastAlaska
- j) Excessive unexcused absenteeism or tardiness

- k) Unlawful harassment (including sexual harassment) or retaliation
- l) Discriminatory statements or conduct
- m) Insubordination
- n) Falsification of information on the employee's job application or resume
- o) Such other misconduct that in the judgment of management constitutes reasonable grounds for discipline, including oral or written reprimands, placing the employee on disciplinary probation, or immediate dismissal.

No attempt has been made here to establish a complete list of conduct that can result in disciplinary action or termination. All employees are at-will employees, and CoastAlaska can terminate the employment relationship at any time, for any reason, or for no reason, despite the guidelines and examples set forth above. There is no guarantee of continued employment or of any progressive discipline prior to termination.

8. Other Provisions

8.1 Ownership of Program Material

All program material created by CoastAlaska employees while working for CoastAlaska or using a CoastAlaska facility remains the property of CoastAlaska, unless otherwise specified in a contract approved and signed by the station manager or executive director of CoastAlaska. Additional compensation to the employee from outside sources for material owned by CoastAlaska or created by the employee while being paid by CoastAlaska or using CoastAlaska's equipment or resources may be approved by the station manager or executive director of CoastAlaska, upon consideration of the specific circumstances.

8.2 Employment of Relatives

An employee may not be the immediate supervisor of a relative.

8.2 Conflict of Interest

Employees are expected to conduct themselves, especially in matters of outside employment, in such a way as to avoid any conflict between the interests of CoastAlaska and the employee, or the appearance of such a conflict. It is the responsibility of employees to notify their supervisor of any potential conflict or appearance of conflict. Employees shall disclose such situations as soon as possible.

Employees may not accept gifts, money or gratuities from persons who might benefit from business relationships with CoastAlaska, or in exchange for promotional consideration over the air. Unsolicited gifts may be returned to the giver.

8.3 Soliciting/Conduct of Outside Activities

Solicitation of funds for charitable causes may be allowed with the approval of a station manager or the executive director of CoastAlaska.

Sales of commercial products or services and distribution of advertising matter, circular or leaflets in connection with commercial products or services are prohibited on station and CoastAlaska premises, Solicitation for political purposes, including posting of leaflets, notices or other materials, is also prohibited.

Nothing herein is intended, nor shall it be construed, to interfere with an employee's rights to raise workplace concerns or to engage in any activity for purposes of attempting to unionize.

8.4 Personnel Records

CoastAlaska maintains confidential personnel records for each employee. The contents of these personnel files may be revealed only to the employee, the station manager or executive director of CoastAlaska, and the employee's supervisor. The employee may authorize, in writing, other persons they wish to have access to their records. Personnel records are the property of CoastAlaska. Files may be copied but cannot be removed from the premises. Requests for copies must be directed to the CoastAlaska business office.

8.5 Drug-Free Workplace

Under the provisions of the "Drug-Free Workplace Act of 1988", it is unlawful to manufacture, distribute, dispense, possess or use a controlled substance in the workplace.

Employees of CoastAlaska who violate this are subject to disciplinary actions under section 7.4.

All employees will abide by this policy and prohibition as a condition of employment and will notify their station manager or the executive director of CoastAlaska within five days of any criminal conviction of drug-related activities occurring in the workplace.

8.6 Technology Hardware, Software and Internet Usage

All IT hardware and software purchased or leased by CoastAlaska for business use are the sole property of CoastAlaska. Additionally, the electronic mail and Internet access systems are CoastAlaska property. The use of computers, printers, electronic mail and Internet systems is reserved primarily for the conduct of business at CoastAlaska. Limited personal use of the computers, electronic mail and Internet systems is permitted, but should not be excessive or interfere with a station or CoastAlaska needs for normal operations nor used for non- business or political purposes.

All messages and attachments composed, sent or received on CoastAlaska computers, via email or IT systems are and remain the property of CoastAlaska. They are not the private property of any employee, and employees should not consider any messages or material as private, confidential or as their personal possessions, including, but not limited to, any messages or data sent or received by

a personal data device if it was transmitted or received using CoastAlaska's IT infrastructure or data services.

Employees must not use a code, access a file, or retrieve any stored communication, other than where authorized. All pass codes are the property of the stations or CoastAlaska.

You may not remove from the premises any hardware, software, files or data without prior management authorization.

8.6.1 Relation to Other Policies.

This guideline is intended to be consistent with other CoastAlaska policies, including the CoastAlaska's Equal Employment Opportunity and Harassment policies. Employees are to use CoastAlaska computers, email and IT infrastructure in a manner that is consistent with these other policies. CoastAlaska email, hardware and software are not to be used to create or receive any offensive or disruptive messages (data sent or received by a personal data device will also be covered if transmitted or received using CoastAlaska's hardware or software). CoastAlaska's IT system must not be used to communicate other improper messages, for example, messages or material that is defamatory, derogatory, obscene or otherwise inappropriate. The computers, electronic mail, Internet systems and data services must not be used to commit any crime, including but not limited to sending obscene emails with the intent to annoy, abuse, threaten, or harass another person. In addition, CoastAlaska's IT system may not be used by employees for running their own business or engaging in non-CoastAlaska related advocacy or political activity.

8.6.2 Electronic Media Guidelines.

Email, internet access, and other electronic media, and equipment are business tools that are provided by CoastAlaska to employees to facilitate timely and efficient conduct of business. Employees are allowed use these resources when necessary to serve our needs and conduct CoastAlaska's business. No employee shall have any expectation of privacy related to his/her use of email, internet access or use of any other electronic media or equipment provided by CoastAlaska.

CoastAlaska reserves the right to monitor, limit and terminate any employee's access to the Internet at any time.

Employee Acknowledgement & Agreement

I hereby certify that I have received and read a copy of the document containing CoastAlaska Inc. Personnel Policies and understand the policies listed herein, and agree to abide by all policies listed herein. I further acknowledge that I have received a copy of this document for my own records and that the original copy of this Acknowledgement & Agreement will be placed in my personnel file. I understand that this document is intended to provide an overview of personnel policies, that it is not an employment contract, that it does not create any express or implied employment contractual obligation, and that the Board of Directors of CoastAlaska may at any time add, change, rescind, eliminate, or revise the contents of this Personnel Policy at its sole discretion and without my prior knowledge, consent, or approval.

I understand that my employment, compensation, benefits and other employment terms and conditions are for no fixed term and that I can be re-assigned, transferred, subjected to changes in pay, benefits and other terms and conditions as well as terminated by CoastAlaska, its Board of Directors or my station manager or the executive director of CoastAlaska at any time with or without cause or notice. Likewise, I may resign at any time for no reason, however, I understand that I am expected to give at least fourteen days' notice of my intent to resign before my proposed last day of work. I further understand and agree that no person other than the Board of Directors of CoastAlaska acting through a resolution has authority to enter into any written or oral agreement different than what is stated herein.

Employee's Name (Please Print) _____

Employee's Signature _____

Date _____

Supervisor's Name (Please Print) _____

Supervisor Signature _____

Date _____